

Minutes – City Academy Council

Date	26 April 2023	
Location:	City Academy	
Time:	5.00 pm	
Present:	Ruth Pickersgill (RP) Ben Tucker (BT) Cameron Shaw (CS) Leah Dowty (LD) Lucy Sibbald (LS) Lian Thielen (LT) Nathan Richardson (NR) Abdi Mohamed (AMo) Claire Rodgers (CR)	Sponsor Academy Councillor (Chair) Principal Executive Principal Sponsor Academy Councillor Support Staff Councillor Parent Academy Councillor Student Advocate Sponsor Academy Councillor Teacher Academy Councillor
Attendees:	Linda Corbidge (LC) Catherine Hickey (CH) Sejal Patel	Academy Council Clerk Vice Principal Observer
Apologies:	Abdul Malik (AMa) Cassie Tapper (CT) Joanna Tomlin (JT)	Sponsor Academy Councillor Parent Academy Councillor Sponsor Academy Councillor (Vice Chair)
Absent:		

Item	Description	Action
1	Introductions	
1.1	RP welcomed councillors and introduced Sejal Patel, who was observing the meeting prior to formal approval of her appointment as sponsor councillor at the June COAC meeting.	
2	Declarations of Interest	
2.2	There were no verbal declarations of interest made for this meeting.	
3	Minutes of Previous Meetings	
3.1	The minutes of the meeting held 8 February 2023 were approved as a true copy.	
4	Matters Arising	
4.1	<i>RP will chase one councillor for Nimble module completion.</i> Nimble completed by councillor. <u>ACTION: Clerk will remind new councillor to complete module.</u>	LC
4.2	<i>LS to look into BCC Healthy Schools (ongoing)</i> LS is looking into Healthy Schools and will report back if taken forward.	
4.3	<i>Update on mosque meeting/s to explain how RSE is delivered, including statutory guidance on RSE.</i> This is in hand, <u>ACTION: Taken forward to next meeting for update.</u>	BT/AM
4.4	<i>BT to arrange termly online parent forums.</i> Date has been arranged and shared in newsletter.	
4.5	<i>RP will compare the ethnicity breakdown for Bristol which was presented to the Race Equality Group and share at next meeting so we can compare with CAB outcomes.</i>	

Item	Description	Action
	See later item.	
4.6	<i>BT to send RP new guidance on admission waiting lists.</i> There is now a waiting list, see later item.	
4.7	<i>BT to check accuracy of Post 16 destination data.</i> This has been done. <u>ACTION: BT will bring the post-16 destination data to next meeting, for comparison with this year's data.</u>	BT
4.8	<i>Health & Safety meetings - BT to arrange pre-set dates to be set and communicated to link councillor.</i> <u>ACTION: BT will check Health & Safety meeting dates have been shared with AM</u>	BT
4.9	<i>RP/BT will meet and approve the amendments to the Behaviour Policy on behalf of the Academy Council</i> <u>ACTION: RP will liaise with BT to finalise and send out to Council for information.</u>	BT/RP
4.10	<u>ACTION: BT/CS will look into new legislation on the Protect Duty for after school events/sports hall events.</u>	BT/CS
4.11	<u>ACTION: BT will bring responses of staff wellbeing survey to Council in Term 6.</u>	BT
5	Governance	
5.1	Membership	
5.1.1	RP advised that she would be recommending Sejal's appointment as sponsor councillor to the next COAC meeting.	
5.2	Breakfast meeting – Student Voice Process	
5.2.1	<i>Breakfast meeting notes (Student Voice feedback) had been shared.</i> RP reported that: <ul style="list-style-type: none"> Uniform had been a main discussion point from student voice at the breakfast meeting. BT explained that changes to uniform would be ready for September 2024 to enable full conversation around uniform and changes to student entrances. Discussion followed around the difficulties of families affording the cost of uniform with councillors stressing the importance of student voice in the process. NR said that consultation would take place with students and parents. Councillors asked if there were any quick wins which could be actioned from student voice on uniform – suggestions trainers/jumpers KS3/4, lockers. BT confirmed that these will be discussed further. Lack of lockers. BT confirmed there is a surplus, but many don't lock, and some students can't open lockers. Following discussion, BT will investigate solutions. BT commented that there is now better student voice which can lead to impact going forward. 	
5.3	Immersion Day	
5.3.1	<u>ACTION: RP will send Doodle Poll to find date for Immersion Day in July.</u>	RP
6	Parental Engagement	
	<i>Year 11 Parents' Evening Survey feedback had been shared</i>	
6.1	Parental Engagement Strategy	
6.2	LT reported that details of the final Parental Engagement Strategy had been agreed and said that it had been a very good meeting. BT commented that some actions had already started. <u>ACTION: BT will share Parental Engagement Strategy</u>	BT

Item	Description	Action
7	Link Councillor Visits/Learning Walks	
7.1	LD shared visit note and fed back on learning walk: <ul style="list-style-type: none"> • Found culture in school very positive. • Level of focus is high in majority of lessons. • Modes of learning were discussed. • Voice from CLF Primary SCITT trainees on work experience were overwhelmingly positive. They commented that Year 7 work was not as challenging as work in Year 6. • Whole class feedback is being used well. Good for impact and teacher retention. • Measures of support are being put in place for some. 	
8	Staffing/Wellbeing/Staff Voice	
8.1	BT provided the following information: <ul style="list-style-type: none"> • The staff survey is out now; results will be shared at next meeting. <u>ACTION: Staff Survey/Voice on next agenda.</u> • NAOS (a culturally competent therapy service) had been in working with pastoral teams. • Recruitment is difficult although CAB have done well. The academy is currently fully staffed for September, except for one Geography teacher. • Strikes are interrupting the routine of the school and affect student attendance. It is difficult in teaching with news in the media at present. • CH gave example of teacher who left and has come back to apply for previous job which is positive! 	BT
	Questions from Academy Council	
8.2	Will the survey results enable comparison to other CLF schools? Yes.	
8.3	Would councillors be able to do a drop-in session for staff? RP welcomed other councillors to join her for drop-in session. <u>ACTION: RP will advise CH when she is in next for drop in and will share date with other councillors</u>	RP
9	Prevent Presentation	
9.1	KJ presented highlighted from the shared slides: <ul style="list-style-type: none"> • Bristol is a priority area by the Home Office. • Actions taken by CAB includes Nimble module training on Prevent and staff meeting with Andrew Phillips-Jones (Bristol City Council) • Andrew Phillips-Jones is supporting CAB with parents' meetings etc. • Working with PSHE and E Safety Lead on online grooming which is the highest risk. • Next step is to complete a local risk assessment and are working with the local Police on this. Will be producing a staff quiz to check understanding. • There have been no referrals from CAB. • We need to ensure good CPD is provided. 	
	Questions from Academy Council	
9.2	It is good to hear the important keep links to local Police and the community. Is there teaching on critical thinking, as this is key part of Prevent strategy? It is covered within the English and PSHE curriculum.	
9.3	Is PSHE taught by teachers or a department? Both; we have just employed a specific teacher for PSHE. Historically it was mostly taught by the PE team. CH explained how PSHE is delivered and the increased delivery time this year. KJ added that the safeguarding team meet with the PSHE Lead termly to ensure trends are included	

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	through PSHE. RP pointed out that the students have been clear in all student voice that they feel some staff lack confidence and knowledge they need in some of the PSHE lessons they are delivering.	
9.4	AM offered his support as part of the community. BT welcomed support for the promotion of the Prevent coffee morning as it is important to have high presence from the community. BT commented that the Academy's relationship with the community is improving through the Community Engagement Group. RP welcomed any knowledge and support from the community.	
9.5	Is there an opportunity for students to feedback on what is covered in PSHE? NR will take this forward.	
10	Academy Council Report	
	<i>The Academy Council Report, CAB Data April 23 had been shared</i>	
10.1	ARV feedback	
10.2	RP requested feedback from the Academy Review Visit (ARV), CS provided highlights: <ul style="list-style-type: none"> • Main action was inconsistency of feedback in books – how we get purposeful feedback? • Looked at uniform. • SEND – Nick the new SENCo is doing a great job. The visit highlighted work Nick and Claire have been doing around planning for SEND in the curriculum and discussing how to extend to all teams. • Jenna, Assistant Principal at BBA, came in visiting different lessons: <ul style="list-style-type: none"> ○ Maths & Science – Maths strong ○ Science – some needs not being met (BT aware). ○ Across all lessons only saw one example of oracy – needs more meaningful planning of oracy. ○ Best teaching seen from ECTs – which led to thinking that they are being well supported and how we can capture some early career enthusiasm and practice. ○ Positives around English, Humanities, MFL. 	
10.3	BT reported that the three teachers on support plans will not be with us in September. They have been well supported. We have been discussing how we can ensure our CPD is embedded and supports improvement that is continuous.	
	Questions from Academy Council	
10.4	Why do you think oracy is not being seen in more lessons? There are conflicting priorities - we need to continue to drive the message about oracy.	
10.5	Do the students have access to mini whiteboards as these are often very effective? Some departments use them, but some departments do not have enough in the budget to afford them. BT will be looking at budgets for departments at the end of the year and will consider this.	
11	Quality of Education	
11.1	See Item 10.	
12	Achievements and Standards	
12.1	Attendance	
12.1.1	BT highlighted: <ul style="list-style-type: none"> • Attendance is high on the agenda. • Attendance has improved since the last meeting and is 1% higher than this time last year but lower than CLF, Bristol and National average. 	

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	<ul style="list-style-type: none"> • EID will have affected attendance last week. • Attendance a challenge. Strike days are not helping with the routine. • Pleased we have support from the LA Welfare Officer • Someone from St Mary Redcliffe came in to look at processes – confident in processes. • Hoping to get a school electric car so that staff can do home visits. • Ethnicity – there is work to be done on White British attendance. • A low percentage of students are below 50% compared to other CLF schools which shows our casework with severely low attenders is good. 	
	Questions from Academy Council	
12.1.2	What is the aim for attendance percentage? To be above national average (89.9% NA, 89.6% Bristol Average). We are closing the gap. CS commented that this is a pandemic legacy nationally (previously 94.9%).	
12.1.3	Persistent absence for some Black and Minoritised student groups is lower than other CLF schools. For example, Pakistani persistent absence is 44.6% compared to 35.7% CLF absence, can we address this through putting a message out in the mosques? There is no recognition from the government for any non-Christian festivals which does not help.	
12.1.4	RP pointed out that Dual heritage students' attendance is at 86%. Can we have pupil voice for students with dual heritage on reasons why not attending? <u>ACTION: Collect pupil voice from low attenders</u>	BT/NR
12.1.5	How are we ensuring the safeguarding of non-attenders? Both attendance officers are DSL trained and do home visits on the third day of absence. Registers are more accurate than last year which ensures lates are identified quickly.	
12.2	Admission numbers for September	
12.2.1	BT reported that numbers next year are looking good. 150 students have accepted a place which is the highest for a long time. Offers have been made to 263 students, although this is expected to drop as appeals take place; estimation is approximately 220 Year 7s. We will also try and increase numbers in Years 7,9 and 10 to keep around 1050 students as some don't return after the summer holidays. We wrote to all parents who have been offered a place which they had not requested, offering a tour of the school.	
	Questions from Academy Council	
12.2.2	Are those parents from all over the city? Yes, word of mouth is important.	
12.3	Personal Development	
12.3.1	BT highlighted: <ul style="list-style-type: none"> • Most students had been involved in Ramadan. Over 40 CAB staff had fasted and took part in Iftar again. • There has been more training for staff in mental health. • Kerry McCarthy has visited the academy to look at the work of the Mental Health Support Team. 	
12.4	Suspensions	
12.4.1	BT highlighted: <ul style="list-style-type: none"> • Suspensions are high this year due to raising expectations – we can see the impact in corridors/lessons. • We are working hard to see where suspensions are coming from and on actions. This was looked at in the ARV. 	

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	<ul style="list-style-type: none"> Year 8 has the highest number of suspensions, and we are looking into why that is. Extra funding next year will go towards supporting Year 8. 	
	Questions from Academy Council	
12.4.2	<p>There was student voice received on the escalation process- suggesting students end up suspended for what started as a small issue.</p> <p>We use escalation to give students more chances. There is a high level of need in the school; students are having to come to terms with the bar being higher. We are looking at individual students with more than one suspension to ensure we are meeting their needs.</p>	
12.4.3	<p>Suspensions for SEND E are 32.5% compared to NA of 11%</p> <p>The work the SENCo is doing should have impact on the number of suspensions. A new leadership structure has been put in place with an Assistant Principal now leading each year group; expectations are higher leading to increased suspensions.</p>	
12.5	Predicted Outcomes	
12.5.1	<p>BT highlighted:</p> <ul style="list-style-type: none"> Predictions are in line with this time last year. Mocks are in line with previous year – there is a lot of work being done at this time of year to support students. 	
12.6	Budget 23/24	
12.6.1	<p>BT reported the budget had been signed off, and the Academy is within budget this year. Any extra funding will go to support interventions to meet the needs of students.</p>	
12.7	Behaviour and Attitudes	
12.7.1	<p>RP commented on the focus on the bullying incidents in Year 7 and 8.</p>	
13	Safeguarding, SEND and CiC	
13.1	<p>Safeguarding</p> <p><i>The Safeguarding Link Councillor Term 4 Visit Note and CAB Safeguarding Reports for Terms 3 and 4 had been shared</i></p>	
13.1.1	<p>RP highlighted:</p> <ul style="list-style-type: none"> 158 safeguarding incidents- lower than last terms Safeguarding procedures in reception – need to be actioned. E – Safety is a concern – CH confirmed that this will now move back across to the safeguarding team. SIMS – staff concerns regarding safeguarding and CPOMS linking with new system. BT confirmed the aim is for the system to link. Data requested by councillors for students on managed transfers or part-time timetables (attendance/length of time on part-time timetable/suspensions) <p>ACTION: On next agenda</p>	BT
	Questions from Academy Council	
13.1.2	<p>The number of child-on-child incidents reported has increased since last year, is this similar to other CLF schools?</p> <p>The way this is reported has changed from last year so comparison cannot be made.</p>	
13.2	Children in Care	
13.2.1	<p>Children in Care Report – will take forward to end of year report.</p>	
14	Policies	
14.1	<p>CAB Policies approved: Access Policy, Behaviour Policy. (RP to check format of Access Policy as looks like it is CLF one).</p>	

Item	Description	Action
	CLF Policies noted: First Aid, Online Safety, Remote Teaching and Learning, Toileting and Intimate Care.	
	Questions from Academy Council	
14.2	It states that the Online Safety Policy is shared with parents and carers, is this the case? Yes, it is shared with parents.	
14.3	RP will go back to CLF regarding the requirement for Equality Impact on all policies.	
15	Matters for the attention of the Board/COAC	
15.1	None.	
16	Any Other Business	
16.1	Councillors requested Academy events to be added to end of Academy Council Report. <u>ACTION: BT to add Academy events to end of Academy Council Report.</u>	BT

The meeting closed at 7.00 pm.

Next Meetings:

CAB	Weds 5.00 – 7.00pm	
AC6	28-Jun-23	